



DIVISION OF DEVELOPMENTAL DISABILITIES

# **HORARIO DE DISPONIBILIDAD DE ASISTENCIA** **ASSISTANCE AVAILABLE SCHEDULE**

NOMBRE DEL CLIENTE	NÚMERO DE DDD	Nº de Identif. del CRM	FECHA	<input type="checkbox"/> Cuidado personal
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	Lu	Ma	Mi	Ju	Vi	Sa	Do
6:00 AM							
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM							
7:00 PM							
8:00 PM							
9:00 PM							
10 PM-6 AM							

☐ Marque esta casilla si el cliente se levanta a la noche y requiere de asistencia o intervención.

NOTAS:

<b>A</b> = Programa extracurricular	<b>E</b> = Empleo que no se paga a través del condado	<b>P</b> = Padre/madre	<b>S</b> = Escuela
<b>CDP</b> = Programa diurno pagado por el condado	<b>F</b> = Familia/guardián/tutor	<b>*PC</b> = Proveedor de cuidado personal	
<b>D</b> = Cuidado diurno	<b>O</b> = Otro apoyo informal	<b>*R</b> = Proveedor de relevo	

## INSTRUCTIONS

1. **What is the purpose of this schedule?**

Use this schedule when conducting an assessment to determine unmet need for personal care.

2. **How do I fill out this form?**

Put the appropriate code in the box to correspond with the type of support used for that hour.

3. **\*Do I include all paid and unpaid assistance available to the person?**

In completing the schedule, list all formal and informal, paid and unpaid assistance available to the person with the following exception:

When assessing for personal care:

- do **not** include the personal care provider (PC)
- do **not** include the DDD-paid respite provider (R)

4. **What codes are used for caregivers who provide both unpaid and paid personal care support?**

(a) When assessing for unmet need for personal care:

- P (Parent) = time available as an unpaid caregiver to assist the adult son/daughter.
- F (Family/guardian/custodian) = time available as an unpaid caregiver to assist the person.

(b) Do **not** include the paid care giving time for the above providers on this schedule.

5. **When do I use this schedule for personal care?**

(a) Use this schedule when conducting a CARE assessment to determine a person's need for assistance with personal care.

(b) Complete the schedule with the interviewee before calculating the Status and level of Assistance Available required on the ADL screens.

6. **Are there other uses for this schedule?**

(a) A completed schedule is required documentation in any request for additional service through the ETR process.

(b) Use this schedule to clarify what other supports a person is receiving before offering any department funded service.